



**CITY OF HIGHLAND PARK**  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION

**Commercial Title Sheet / Submittal Requirements**

Project Name  
Project Address  
Index of Drawings  
Site Location Map

Project Abbreviations  
General Symbols  
Material Symbols

Owner, Architect, Mechanical, Electrical, Plumbing Engineer Contact Information

Name  
Address  
Phone Number  
Email

Tenant Approval  
Signature & Date

Architect Statement of Compliance  
Accessibility Statement of Compliance  
Energy Code Statement of Compliance

Architect Seal  
Electrical Engineer Seal  
Mechanical Engineer Seal  
Plumbing Engineer Seal

Type of Work  
Location of Work  
List City of Highland Park Local Codes & Amendments

Project Data  
Local Code Information  
Type of Construction  
Number of Stories  
Square Foot of Building  
Square Foot of Area of Work  
Building Height

Occupancy Classification  
Occupant Load  
Number of Exits  
Required Number of Exits  
Travel Distance  
Structural Component Fire Ratings  
Sprinkler System Requirements  
Fire Partition Ratings/ UL Number  
Through Penetration & Fire Stop System  
Fire Alarm System  
Emergency Power

Load Design Criteria  
Floor Live Load  
Roof Live Load  
Ground Snow Load  
Basic Wind Speed

Submit five stamp/sealed completed drawings to:

**Building Division Counter**  
**1150 Half Day Road**  
**Highland Park, IL 60035**  
**Phone 847.432.0808**

We appreciate your corporation with these requirement

This list is subject to change (less or more information may be needed) due to the project/ scope of work.

Updated 08/9/2018